

Executive Committee



Mark Kezios, Chair

Thursday, May 4, 2006
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Attended: Eric Moore, Keith Thompson, Larry Stähli, Mark Kezios, Michelle Barker, Randall Furrow
Alternates: Rosie Casillas-Núñez for Maclovía Zepeda
Excused: Mary Rose Wilcox
Absent: Fran Garrett
Guests: Jane DuFrane, John Sapero, Michael Bryson

All of the documents discussed below are available from Planning Council Support.

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established, with five of nine members present at 4:04 pm.

Review and approval of the minutes for the April 6, 2006, meeting

MOTION: Randall Furrow moved to accept the minutes. Eric Moore seconded.
DISCUSSION: None.
OUTCOME: The motion passed.

Administrative Agent update

Jane DuFrane presented grant award documents, including the Conditions of Award for Grant Year 2006, which outlines HRSA requirements for how funds are used in the EMA. *Grant conditions* are special, additional terms for this EMA; they are in addition to the *Program Conditions* that all EMAs must meet. Grant conditions include: organizational restructuring, staff training, development of monitoring tools, and timelines for actions. Minority AIDS Initiative funding may have been decreased this year due to the addition of new EMAs in the nation, which shares the same funds with more people. Also, an ad hoc workgroup has been formed to develop policies and procedures for the AA's office.

Action Item	Responsible	Due
Determine award proportions for formula vs. supplemental	Jane DuFrane	6/1/06
Distribute EMA's allocation table and other reports submitted to HRSA with grant application	Jane DuFrane	6/1/06
Distribute reports on unduplicated client utilization for Title I	Jane DuFrane	6/1/06

MEETING MINUTES *continued*

Committee Chair update

Mark Kezios asked for support in developing participation in the Education & Empowerment Committee. He asked all the committee chairs to confirm with attendees that they understand their membership status within each committee.

Committee reports

A representative of each sub-committee will provide a summary of the current activities of their respective committee.

Standards Committee: Michelle Barker reported that the standards of care for Substance Abuse Services are under development.

Rules Committee: Eric Moore reported that the Rules Committee developed the Glossary, a code of conduct, and will draft a clarification on the policy for leaves of absence. They await Policies and Procedures from the Executive Committee, the Education & Empowerment Committee, and the Allocations Committee.

Allocations Committee: Larry Stähli reported that the committee developed their policies and procedures. They have requested Planning Council Support to produce an executive summary of data requests for the upcoming data presentations.

Membership Committee: Randall Furrow reported the committee developed policies and procedures. Damon Gunn and Charlton Wilson have joined the committee. They will be interviewing nine applicants to Council through the new open nominations process.

Community Planning & Assessment Committee: Larry Stähli reported that Jeff Daniel presented the 2006 Pinal County Needs Assessment.

Education & Empowerment Committee: None.

Planning Council Glossary

Eric Moore presented a glossary of definitions for terms found in the Planning Council Bylaws.

MOTION: Michelle Barker moved to accept the minutes. Eric Moore seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Code of conduct/ground rules discussion

The committee selected ideas from the Ground Rules Worksheet to post on every agenda: it lists possible suggestions on how members might be expected to handle themselves during meetings. The Executive Committee also considered how ground rules may be used to facilitate meetings. The responsibility to guide each other's conduct belongs to every member, but each Chair must also judge how to handle someone who is out of order in their committee.

Eric Moore presented the Rules Committee's request for input on a draft code of conduct, which was based upon the Greater Hampton Roads EMA's code. The committee discussed the need to train all on the Arizona Open Meeting Law's prohibiting of informal discussions by a quorum of any committee. A consensus of the committee agreed that both a code of conduct and the ground rules are necessary.

MEETING MINUTES *continued*

Meeting evaluation form

The committee reviewed the draft meeting evaluation form. A criticism that stood out: ground rules were not clearly identified. As discussed above, ground rules would be added to agendas. Identifying the duration (or time schedule) of agenda items limits the flexibility of presentations under the Arizona Open Meeting Law. Minor changes were made to the original including the addition of a “not applicable” rating choice.

MOTION: Eric Moore moved to refer additional revisions to the Membership Committee. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Executive Committee Policies and Procedures discussion

The committee continued their discussion of the Executive Committee Policies and Procedures including:

- attendance requirements for elected positions would match the other committees and be declared in a signed statement attached to the policies;
- the use of alternates would be prohibited in Executive Committee to eliminate representation by someone not elected to the role, although a committee vice chair attending in place of a committee chair may act as that member’s alternate to vote in Executive Committee;
- revisions to the calendar of committee activities; and
- Executive Committee approval of funds within the Planning Council Support budget for travel and independent training for members.

Action Item	Responsible	Due
Draft revisions to Policies and Procedures (including section on convening a Planning Council meeting)	Eric Moore and Mark Kezios	6/1/06

Current event summaries

John Sapero requested that Executive Committee members complete a brief evaluation of Planning Council Support.

Larry Stähli announced an upcoming meeting of the Gecko Forum: Central Arizona Prevention Advocates.

Call to the public

None.

Determination of agendas

The committee determined the items for discussion at the upcoming Planning Council meeting:

- Approval of Membership Committee Policies and Procedures
- Approval of applicants for Planning Council membership
- Clarification of Carryover request funding to provide greater detail

Action Item	Responsible	Due
Produce ballots for use in the election of new members	Planning Council Support	5/11/06

MEETING MINUTES *continued*

Responsibilities for action items were summarized.

Adjourn

The meeting adjourned at approximately 6:13 p.m.

Next Executive Committee meeting: **Thursday, July 6, 2006**. The Executive Committee generally meets on the first Thursday of each month.